

# Travel Professionals Group

## 1<sup>st</sup> Quarter - 2024

January 22, 2024

Presenter: India Lewis, Travel Program Specialist

# Agenda

1. What's New
2. Issues and Updates
3. UMB Policies and Procedures/Hot Topics
4. Upcoming Events
5. Special Guest Presentation- Luke Quell,  
Acting Director of Business Applications

# Part 1: What's New

# What's New

**Effective January 1, 2024, the Travel Help email address ([travelhelp@umaryland.edu](mailto:travelhelp@umaryland.edu)) was retired. It is no longer monitored.**

- Every department has a Travel Administrator to assist with travel-related questions. Please check with your Travel Administrator for assistance.  
If you need additional assistance:
  - For travel policy/procedure questions, review the [Policy on Business Travel for UMB Employees and Nonemployees](#) and the [Procedure on Business Travel for UMB Employees and Nonemployees](#) . Additional information is available on the following website: <https://www.umaryland.edu/controller/disbursements/travel/>
  - For Concur questions, please review the [Concur Travel and Expense System Tutorials](#). For additional resources, visit the Business applications webpage: [Business Applications](#).
- **Still need help?** Send an email to [help@umaryland.edu](mailto:help@umaryland.edu) and a technician will be assigned to your case.

# What's New

- New mileage rates effective 01/01/2024:
  - New rate is .670 per mile
  - Old rate was .655 per mile
  - Concur system has been automatically updated and applied to all appropriate forms

## Part 2: Issues and Updates

# Issues & Updates

- Processing delays
  - Employees
  - Nonemployees
  - Special cases: SPC, terminated employees, and others
- Locating payment information
  - For employees
    - Available in Concur. Under the “Details” tab, Click on “Report Payments”
  - For nonemployees
    - Available in Quantum. Click on “Installments” hyperlink, then click on the small blue box under Details. Check # and Check Date will be provided.

# Payment Information in Concur

Retrieve the Expense Report:

2023 Rochester VTEU - 1

Summary **Details** Receipts Print / Email

Exception	Expense Type	Description
	N/A	de: DELCI
	Airfare	de: DUPC : Invoice-5

Expenses

- Report
  - Report Header
  - Totals
  - Audit Trail
  - Approval Flow
  - Report Payments**
  - Comments
- Allocations
  - Allocations
- Travel Allowances
  - Itineraries
  - Expenses & Adjustments

Report Payments

Payment Date	Import Run Number	Check/EFT	Payment To	Amount
01/05/2024	9365	52764714	[REDACTED]	\$295.58



# Payment Information in Quantum

## Retrieve the Invoice:

Manage Invoices

Search Results

Invoice Details

Invoice Date 05/23/2023 Invoice Amount  
 Invoice Type Standard Applied Prepayments  
 Supplier or Party [REDACTED] Unpaid Amount  
 Supplier Site PRIMARY Holds  
 Address [REDACTED] Notes

Lines Holds and Approvals Payments **Installments**

Unique Remittance Identifier	Pay Group	STATE PAYMENT
Unique Remittance Identifier Check Digit	Payment Reason	
Bank Charge Bearer	Payment Reason Comments	
Settlement Priority	— Pay alone	
Delivery Channel	Discountable Amount	327.44

View [Icons] Detach Place Hold Release Hold Split Installment

Installment	Due Date	Gross Amount	Unpaid Amount	Payment Priority	Payment Method	Bank Account	Details
1	05/23/2023	327.44	0.00	99	State Payment		[Icon]
<b>Totals</b>		<b>327.44</b>	<b>0.00</b>				

Notes [Icon]

**Edit Installments: 1** [Close]

State Check Number **055283345**

State Check Date **06/16/2023**

Context Value [Dropdown]

Regional Information [Dropdown]

[OK] [Cancel]

# Airfare Information in Analytics

- Use the Transaction Details Union Report
- Enter Fiscal Year
- Select Concur Transaction Type
- Enter additional criteria (e.g. SOAPF, Project)

QA9.P1.X01

\* Amount Type  Actuals  Encumbrance  Both

Spreadsheet Journals

Receivables Manual Journals

\* Fiscal Year

Fiscal Period Beg  Payroll

Fiscal Period End  Conversion

Accounting Date  Concur - Concur

PO Invoice / AP Travel

Search...

QA9.P1.X01

\* Amount Type  Actuals  Encumbrance  Both

\* Fiscal Year --Select Value--

Fiscal Period Beg >= --Select Value--

Fiscal Period End <= --Select Value--

Accounting Date Between [ ]

\* Transaction Type Concur - Concur

Example:

Charges for December 9 – January 8 should appear in Analytics by January 31.

- Bank Statement cycle runs from the 9<sup>th</sup> of the current month to the 8<sup>th</sup> of the next month.
- Office of the Controller aims to post the prior month charges by the 31<sup>st</sup> of the current month.
- Email [help@umaryland.edu](mailto:help@umaryland.edu) if you do not see airfare charges.

# Issues and Updates

Due to a system error, the airfare charges for March and April 2023 did not post. Only G/L account combo were impacted. We will post the charges in January 2024. The files are available for review at the links below:

- <https://www.umaryland.edu/media/umb/af/fs/payroll/March-2023-Travel-SOAPF.xlsx>
- <https://www.umaryland.edu/media/umb/af/fs/payroll/April-2023-Travel-SOAPF.xlsx>

# Part 3: UMB Policies and Procedures/Hot Topics



# Policies and Procedures/Hot Topics

- [UMB Policy on Business Travel for UMB Employees and Nonemployees](#)
- [Procedure on Business Travel](#)
- [UMB Policy VIII-99.00\(A\) on Food and Business Meals Expense](#)
- [Procedure on Food and Business Meals Expense](#)

# Policies and Procedures/Hot Topics

## Learning Management Course

- Required for Travel Administrators
- Highly Recommended for All Employees

## Link for Trainings:

<https://www.umaryland.edu/controller/disbursements/travel/training/>

## Direct link to course:

<https://share.percipio.com/cd/TGN9ngxZ6>

# Policies and Procedures/Hot Topics

Travel Website:

<https://www.umaryland.edu/controller/disbursements/travel/>

Pocket Guide:

<https://www.umaryland.edu/media/umb/af/fs/travel/Pocket-Guide-.pdf>

# Policies and Procedures/Hot Topics

*When completing both TAR and TE forms, please remember to include the following:*

- Agenda – required
  - Should be uploaded to both the request and expense forms
- Nonemployee Business Travel Certification Forms
  - Required for **all** nonemployee travelers – students, too!
  - Must be attached to the supporting documentation when uploaded to the NONPO webform
  - Invoices will be rejected if the form is missing



# Travel Authorization Request (TAR)

- The TAR should be fully approved at least one business day prior to the start of the trip.
- TARs that include airfare should be fully approved at least **14 days prior** to the departure date for **Domestic Travel**, and at least **21 days prior** to the departure date for **International Travel**.
- The following types of Business Travel **require approval using the TAR**:
  - ✓ All Business Travel (day and overnight trips) outside Maryland and Washington, D.C and international travel
  - ✓ Overnight trips in Maryland and Washington, D.C.
  - ✓ Any Business Travel that includes a car rental
  - ✓ Lodging expenses that are charged to the Corporate Purchasing Card (“P-Card”)

# Report Header (TAR/TE) tips...

- **How will you book your trip”** - refers to how airfare will be booked.
  - Be sure to choose the appropriate option (i.e.; Agent Assist, Book in Concur, etc.)
    - *Exception booking is only allowable for the two circumstances described in the Policy: not paid by UMB. Or the trip is between two foreign countries.*
    - Forms that are entered incorrectly will be automatically routed to Dawn’s queue.
    - “Agent Assist” **must** be selected to receive help from a TLC agent.
- **Trip Start Date/End Date –**
  - A trip consisting of multiple commute days, with no overnight stay is considered a “Day Trip”.
- **Trip Type –** Be sure to choose the correct trip type “code”.
  - **DC is considered “In-State”.** Day trips do not require a TAR.
  - Taxable trip types will result in taxes being withheld from the reimbursement.
  - It is the department approver’s responsibility to check forms for accuracy.

# Report Header...

\* Required field

Request Policy \*

\*Travel Request

How will you book your trip? \*

None Selected

Request/Trip Name \* ?

Trip Start Date \*

MM/DD/YYYY

Trip End Date \*

MM/DD/YYYY

Trip Purpose \*

None Selected

Trip Type \* ?

None Selected

Traveler Type \*

None Selected

Main Destination City \*

Main Destination Country

Search by Country/Region

Describe the benefit to UMB \*

Does this trip include personal travel? \*

None Selected

Personal Dates of Travel

Is UMB paying for any portion of this travel? \* ?

None Selected

Additional Information

0/500

# Policies and Procedures/Hot Topics

## Per diem meals:

- Only allowed for overnight trips
- Approvers should be looking for evidence of lodging
  - A detailed explanation should be provided for special cases, (i.e. traveler sharing lodging, non UMB funded lodging, etc.)

## Approvers:

- Determine if the meal requests are for separate one-day trips (i.e. no overnight stay)
- Recycle form back to initiator for correction/editing, if per diem is not allowed.

# Policies and Procedures/Hot Topics

## Day Business Meals

- Travel with no overnight stay
- Taxable
- Require itemized receipts
- Must not exceed GSA per diem meal rates for each meal

## Approvers:

- Look for itemized receipts
- Determine whether the trip is an overnight trip
- Recycle form back to initiator if the trip includes an overnight stay

# Policies and Procedures/Hot Topics

## Business Meals:

- Meal limits - <https://www.umaryland.edu/controller/rates/>

Maximum Amount/per individual (includes tax and tip)			
Business Meal	Time Period Served	Effective 10/1/21	Effective 10/1/18
Breakfast	5 a.m.-9 a.m.	\$27	\$27
Lunch	11 a.m.-2 p.m.	\$30	\$28.50
Dinner	4 p.m.-8 p.m.	\$54	\$51
Snacks and refreshments	9 a.m.-11 a.m., 2 p.m.-4 p.m., 8 p.m.-10 p.m.	\$27	\$27

- Itemized receipts (*alcohol prohibited*), agenda/purpose of meeting and attendee list – **required**
- For UMB employees and non-UMB individual(s)

# Policy and Procedure/ Hot Topics

**Lodging** - allowable when the destination is more than 50 miles from the employee's starting point, after deducting commute mileage.

- Must meet **one** of the following requirements:
  - Travel destination is more than 50 miles from the traveler's starting point, after subtracting the distance from the traveler's home to the traveler's primary worksite.
  - A business event at the travel destination begins before 8:00 AM **and** the individual is in Travel Status for at least 12 hours; the traveler may secure overnight Lodging the night before the business event.
  - A business event ends after 8:00 PM **and** the traveler is in Travel Status for at least 12 hours; the traveler may secure overnight Lodging the night following the business event

# Policy and Procedures/Hot Topics

- There are **two types** of lodging:
  1. Conventional lodging – commercial properties (e.g. hotel or motel).
  2. Nonconventional lodging - private house, condominium, or apartment rentals made available to the public by the owner through various platforms (e.g. Airbnb, VRBO, Expedia, boarding rooms)
    - Refer to pages 6-8 of the Procedure Manual for additional nonconventional lodging requirements.
    - [Nonconventional Lodging Attestation Form PDF](#) – required attachment to the TAR and TE forms.



# Part 4: Upcoming Events

# Upcoming Events...

- **Travel Talks:** Held every other Wednesday. 10 – 11am.  
<https://umaryland.webex.com/umaryland/j.php?MTID=m8b05ade75bddee7229d5790d54da9185>
- **Concur Drop-In Sessions:** Held every other Wednesday 11am – 12pm.  
(Business Applications)  
<http://umaryland.zoom.us/j/91506298777>

*Please visit the Travel Webpage for specific dates and times:*  
<https://www.umaryland.edu/controller/disbursements/travel/>

# Disbursements Workshop – Procure to Pay

Attend this workshop to learn the complete procure-to-pay process from initiation to payment. Attendees will learn how to determine when a purchase order (PO) is required, steps for obtaining a PO, invoice payment, and how to review PO and invoice information in Quantum Financials.

Representatives from Strategic Sourcing and Acquisitions (Procurement) and the Office of the Controller (Disbursements) will present.

Two sessions: **January 24<sup>th</sup> & January 30<sup>th</sup>**

Attend in person or virtually. Be sure to [register](#) on The Elm (under Announcements).

Date	Time	Location
01/24/2024	9:00 AM - 12:00 PM	<a href="#">Pharmacy Hall N106</a>
01/30/2024	1:00 PM - 4:00 PM	<a href="#">Pharmacy Hall N203</a>

# Part 5: Business Applications

## - Luke Quell

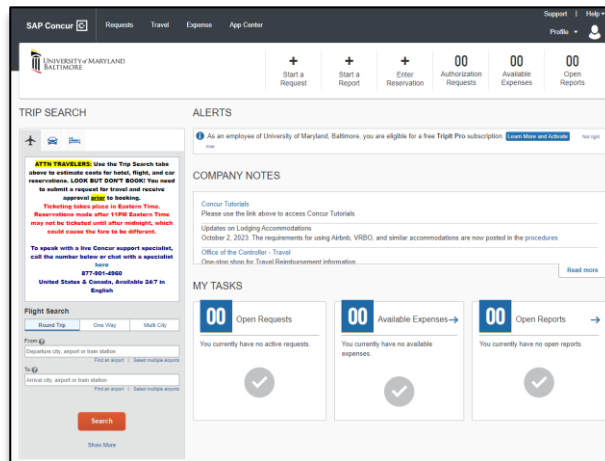
# Business Applications

The Business Applications Organization provides primary functional support for all users of most enterprise business applications — Quantum Financials, Quantum Analytics, eUMB HR-Payroll, Commitment Accounting, eTravel, Exempt and Nonexempt Staff Electronic Timesheets (ETS), MD State Interface, and the Working Fund Systems.

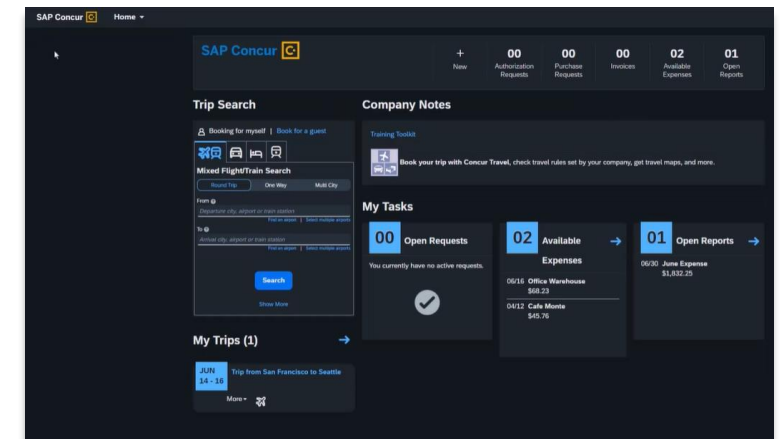
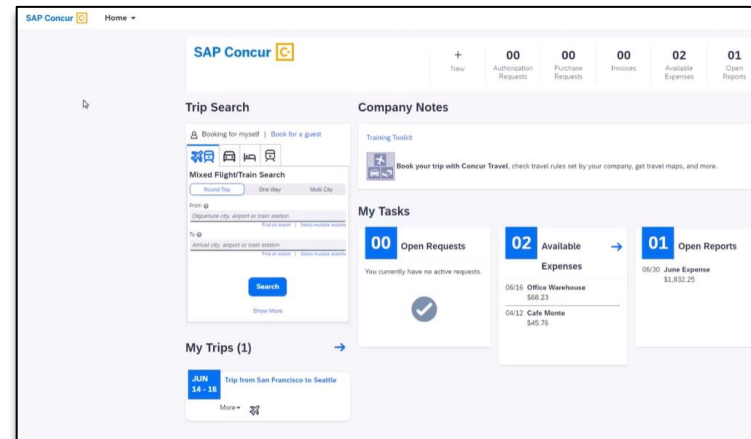
- To learn more about Concur Roles, Training, Tutorials, Job aides, and other resources, please visit the following link:
  - <https://www.umaryland.edu/businessapplications/concur-travel-and-expense/training/>

# New Look/Feel Options

## Current Look/Feel



## New Options for Look/Feel



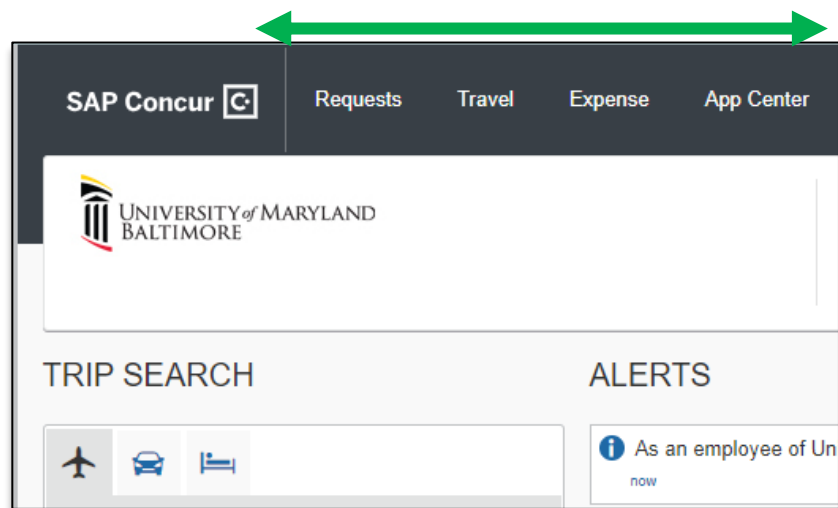
“Horizon Morning”  
(light mode)

“Horizon Evening”  
(dark mode)

Plus: High Contrast White, High Contrast Black

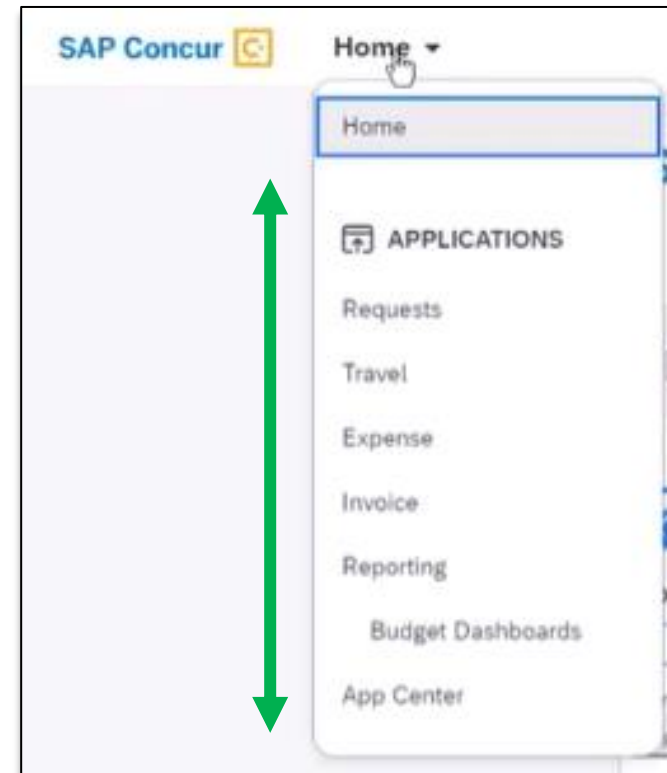
# Changes: Navigation

## Current Navigation



Menu bar

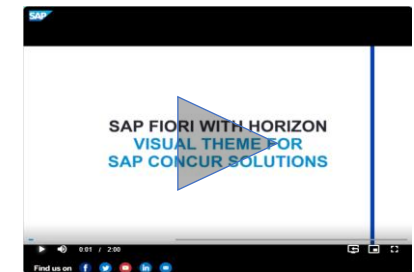
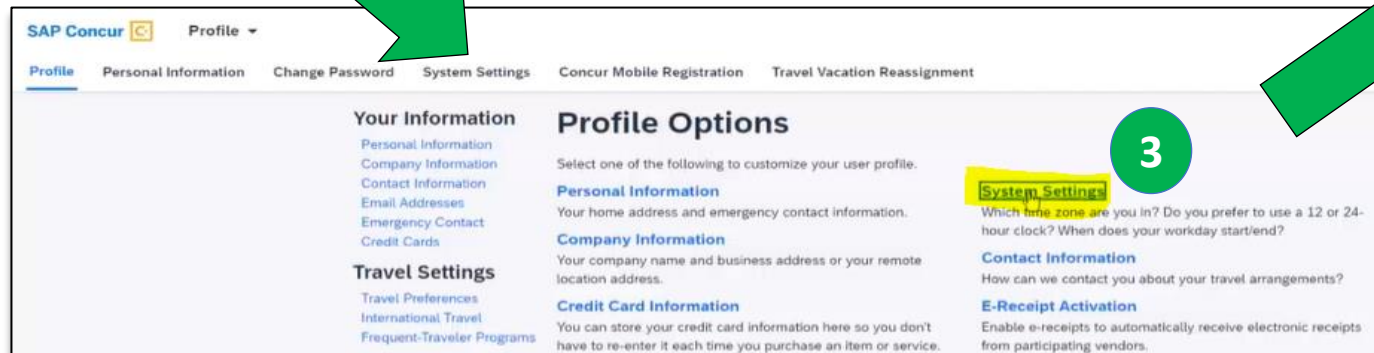
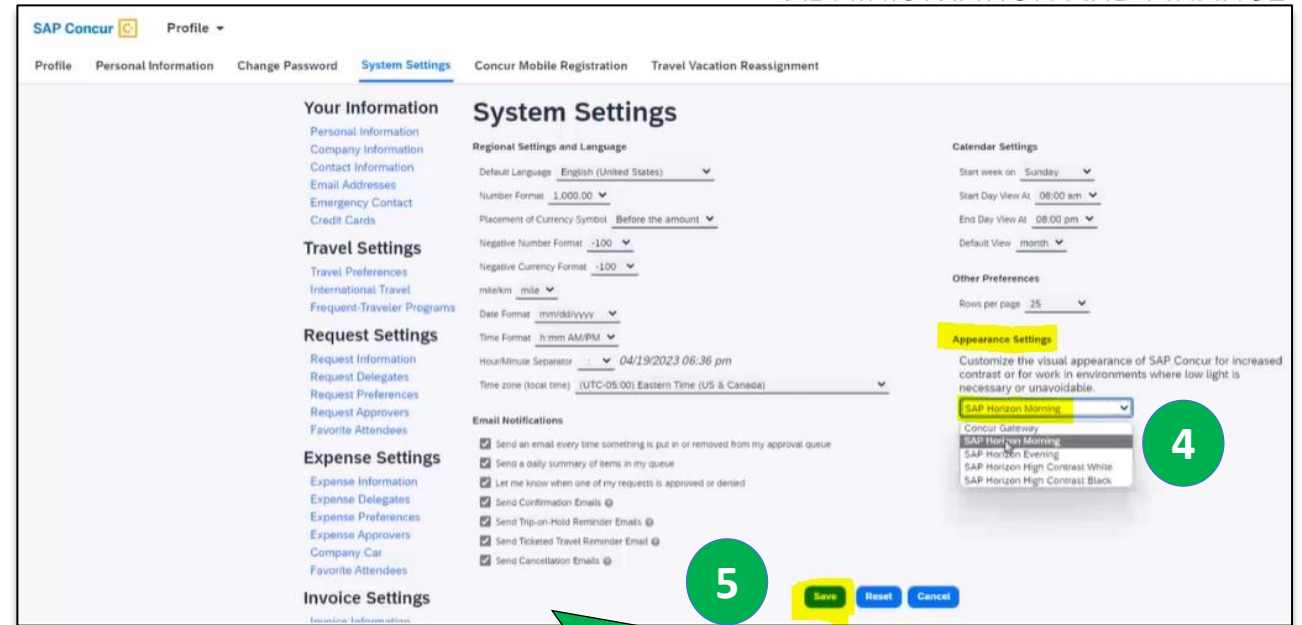
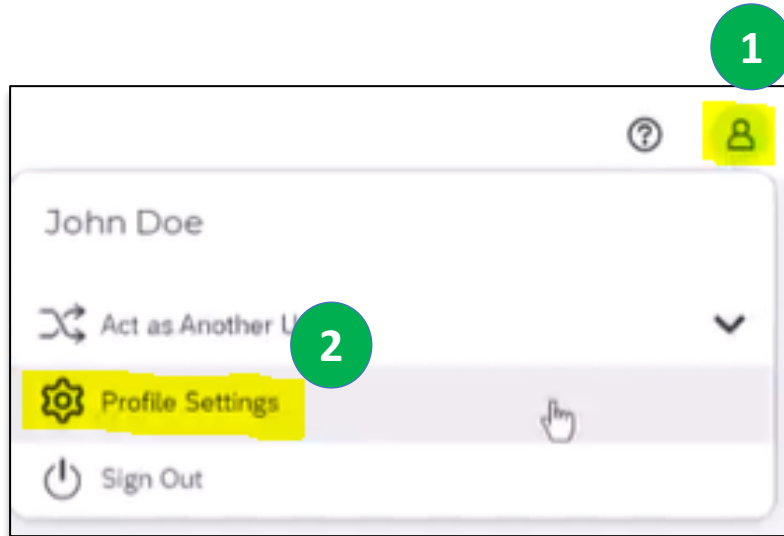
## New Navigation



Dropdown menu

# Details: 5 Clicks to Switch Look/Feel

ADMINISTRATION AND FINANCE



Watch the 2 min. video re: changes to [web](#) or [mobile](#).



# Questions?

